1. Punching on Web Module at Branch

After filling the complete Account Opening Form and getting complete document branch punches the details of the client on Account Opening Web Module.

Branch can access the Account Opening Web Module through internet explorer via following link:

http://bo.religare.in/fortisbackoffice/BranchLogin.aspx

After filling the complete Account Opening Form and getting complete document branch punches the details of the client on Account Opening Web Module.

Branch can access the Account Opening Web Module through internet explorer via following link:

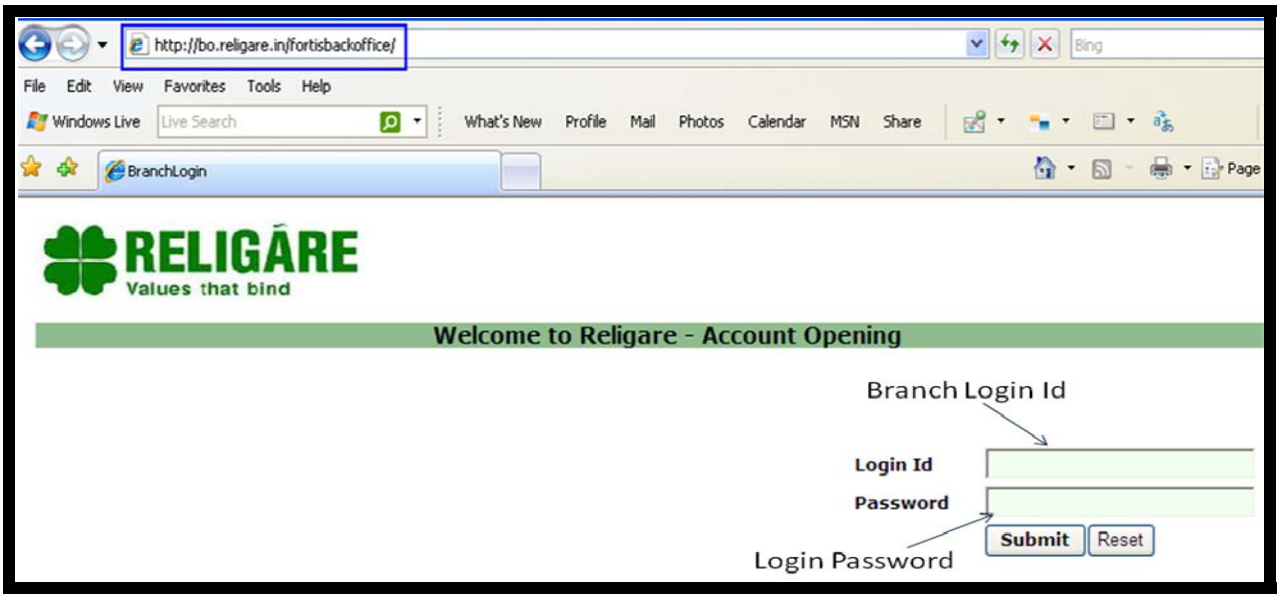
http://bo.religare.in/fortisbackoffice/branchmainmenu.aspx

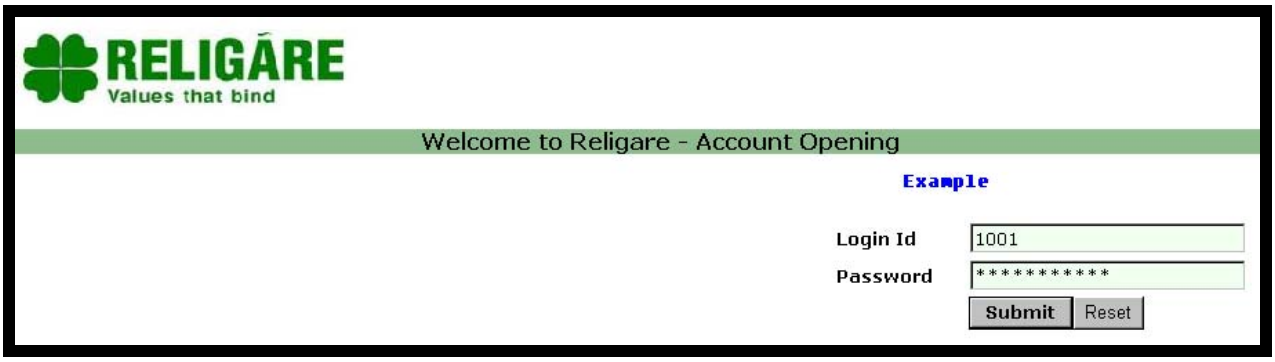
After accessing the given hyperlink, user has to enter the Log in ID and Password then domain Name and password for AD – Authentication.

Steps followed for Punching at Branch Level.

01. Access the link i.e. **http://bo.religare.in/fortisbackoffice**

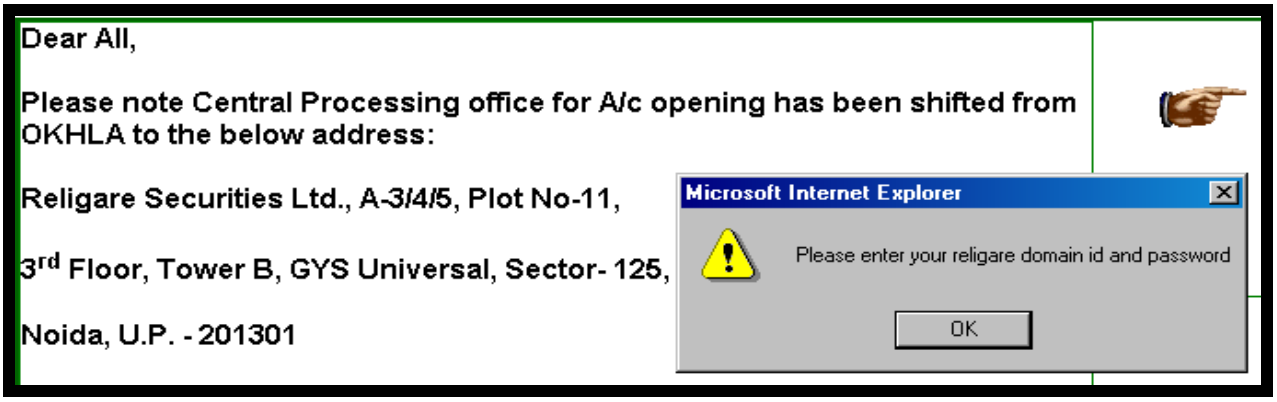
02. Enter the **Branch Login Id** & **Password**.





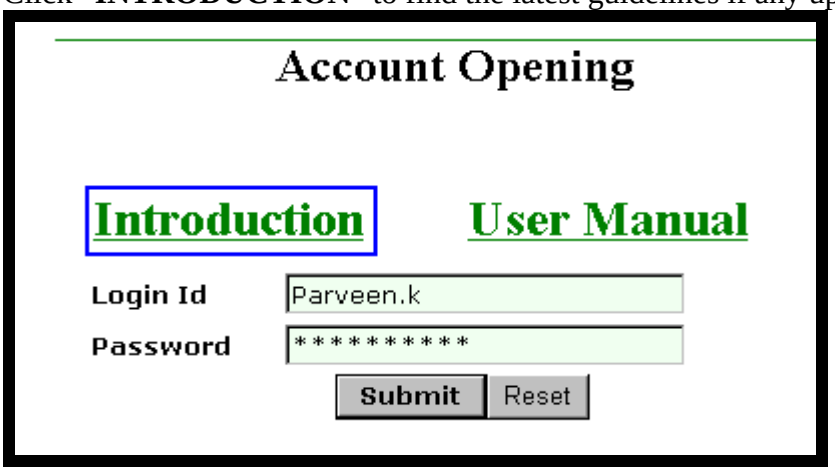
After we enter the Login Id & Password – Click "SUBMIT"

We get a Pop Up Window Stating "**Please Enter Your Religare Domain Id and Password**" Click "Ok" to Proceed.

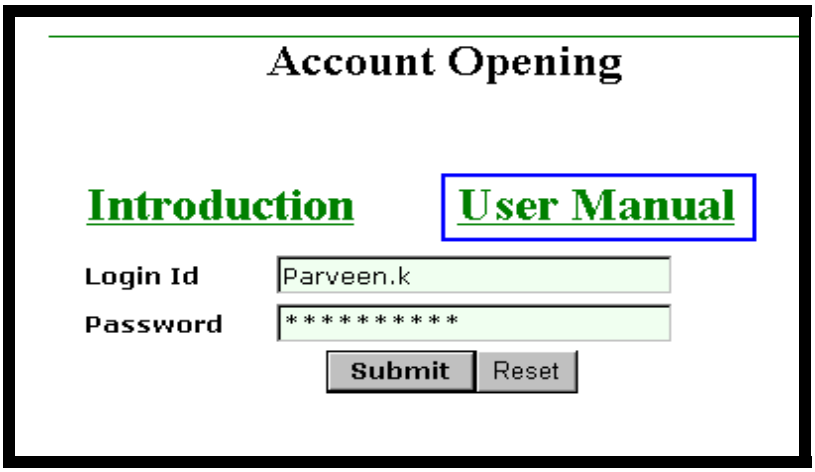

Dear All,
Please note Central Processing office for A/c opening has been shifted from OKHLA to the below address:
Religare Securities Ltd., A-3/4/5, Plot No-11,
3rd Floor, Tower B, GYS Universal, Sector- 125,
Noida, U.P. - 201301
Microsoft Internet Explorer
Please enter your religare domain id and password
OK

ABOUT INTRODUCTION

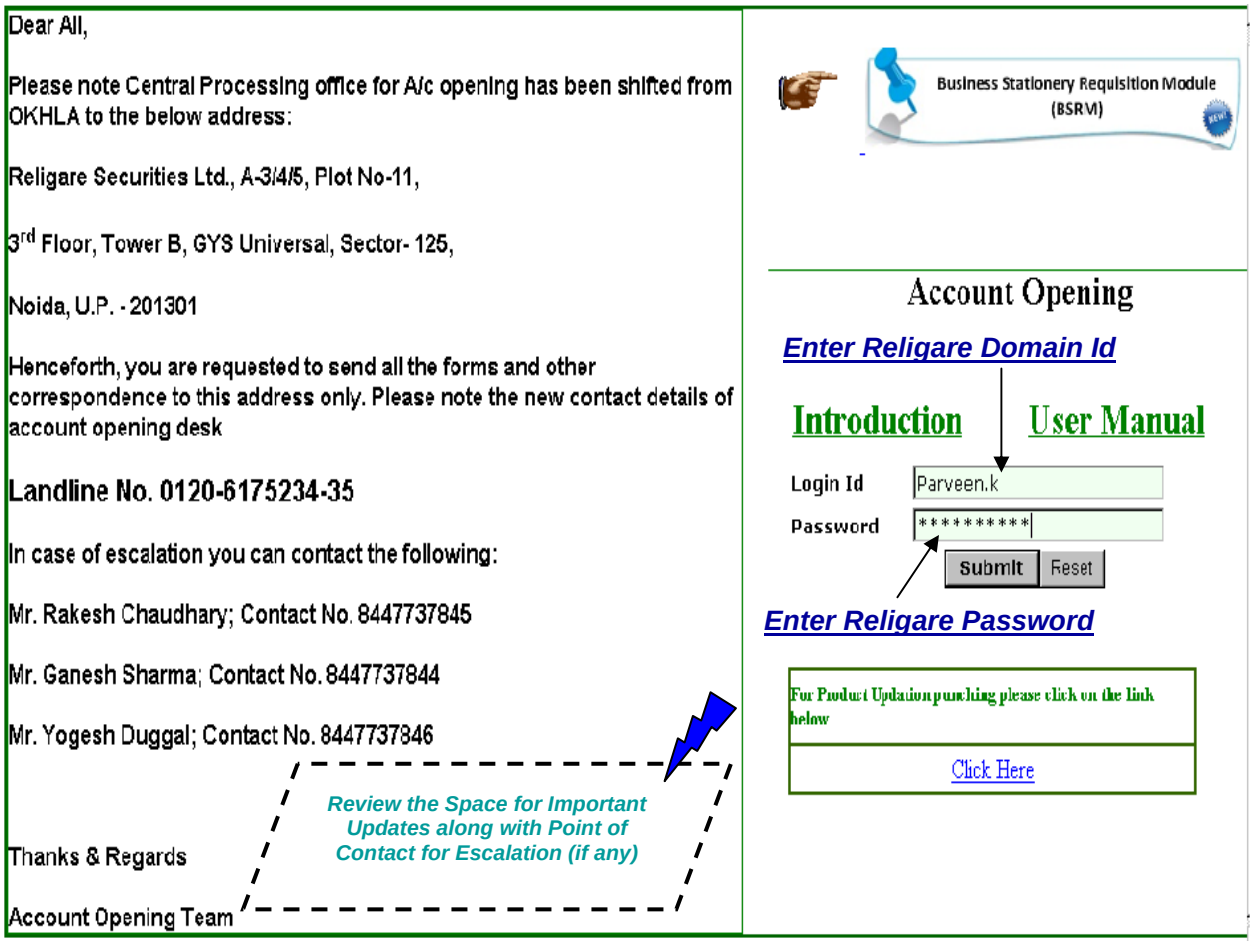
Click "**INTRODUCTION**" to find the latest guidelines if any uploaded for reference purpose.



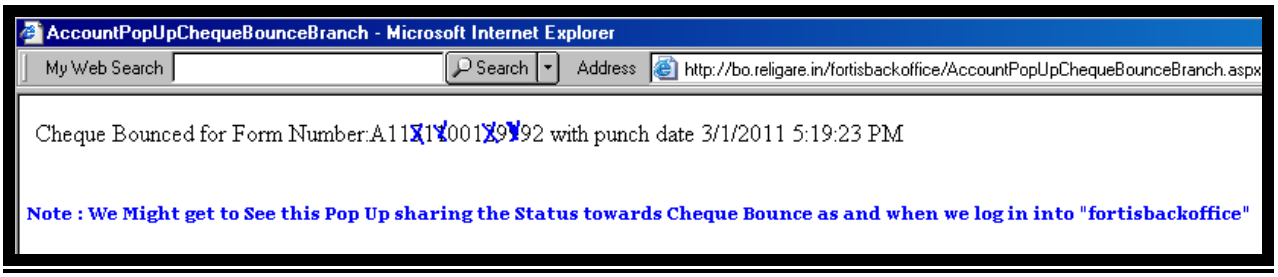
ABPOUT USER MANUAL- Click "**USER MANUAL**" updated amendments and the latest guidelines for reference purpose.



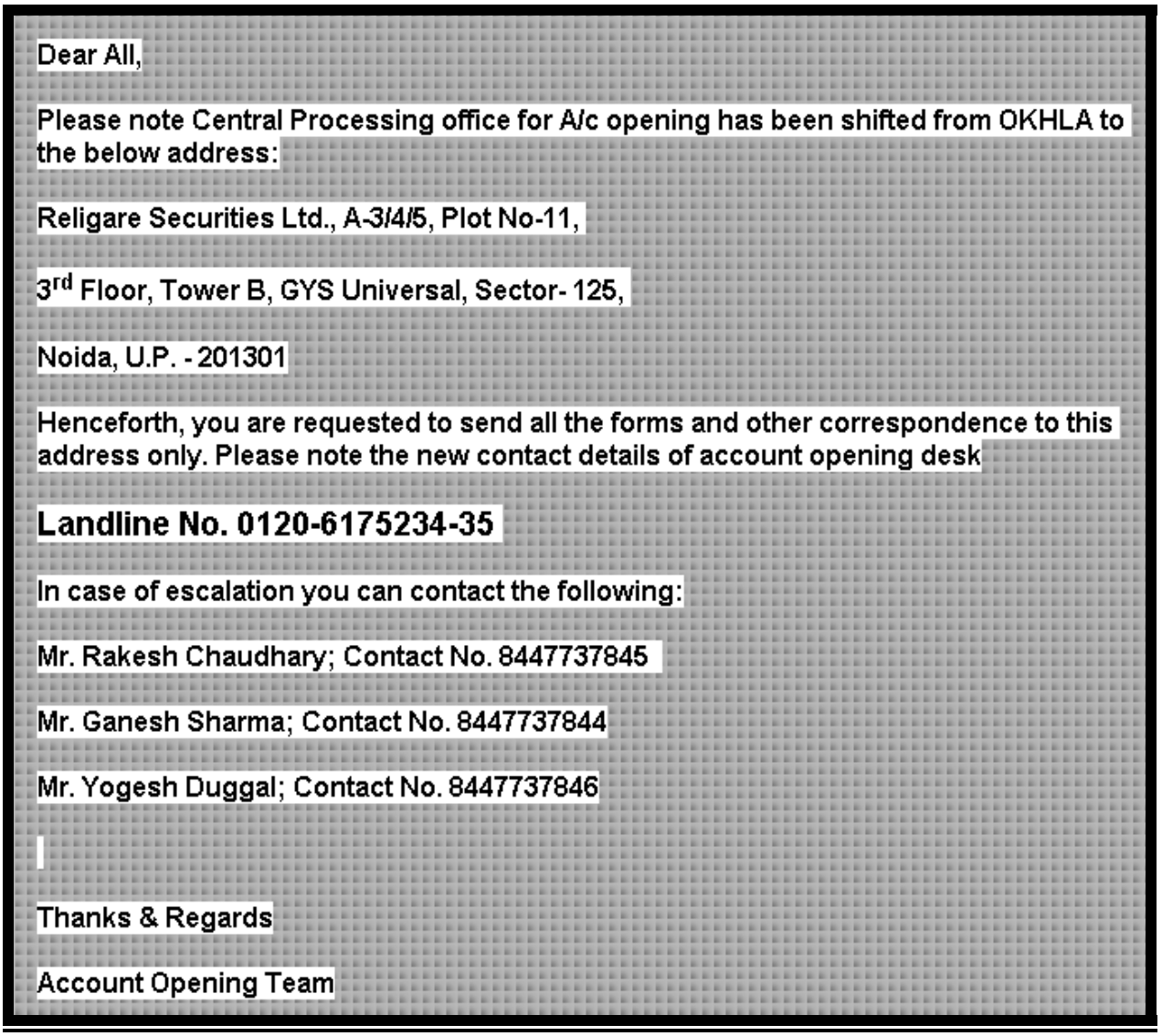
The Religare **Domain Id** and **Password** Needs to be Entered here (applicable for self branches only);
Review the below snapshot for more details


Dear All,
Please note Central Processing office for A/c opening has been shifted from OKHLA to the below address:
Religare Securities Ltd., A-3/4/5, Plot No-11,
3rd Floor, Tower B, GYS Universal, Sector- 125,
Noida, U.P. - 201301
Henceforth, you are requested to send all the forms and other correspondence to this address only. Please note the new contact details of account opening desk
Landline No. 0120-6175234-35
In case of escalation you can contact the following:
Mr. Rakesh Chaudhary; Contact No. 8447737845
Mr. Ganesh Sharma; Contact No. 8447737844
Mr. Yogesh Duggal; Contact No. 8447737846
Review the Space for Important Updates along with Point of Contact for Escalation (if any)
Thanks & Regards
Account Opening Team
Business Stationery Requisition Module (BSRM)
Account Opening
Enter Religare Domain Id
Introduction
User Manual
Login Id
Parveen.k
Password
****
Submit
Reset
Enter Religare Password
For Product Updation punching please click on the link below
Click Here

Once login through domain ID and Password, window appear giving details of cheque bounced (If any)


AccountPopUpChequeBounceBranch - Microsoft Internet Explorer
My Web Search
Search
Address
http://bo.religare.in/fortisbackoffice/AccountPopUpChequeBounceBranch.aspx
Cheque Bounced for Form Number:A11X1Y001X9Y92 with punch date 3/1/2011 5:19:23 PM
Note : We Might get to See this Pop Up sharing the Status towards Cheque Bounce as and when we log in into "fortisbackoffice"

For more details do review the below snapshot.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Henceforth, you are requested to send all the forms and other correspondence to this address only. Please note the new contact details of account opening desk
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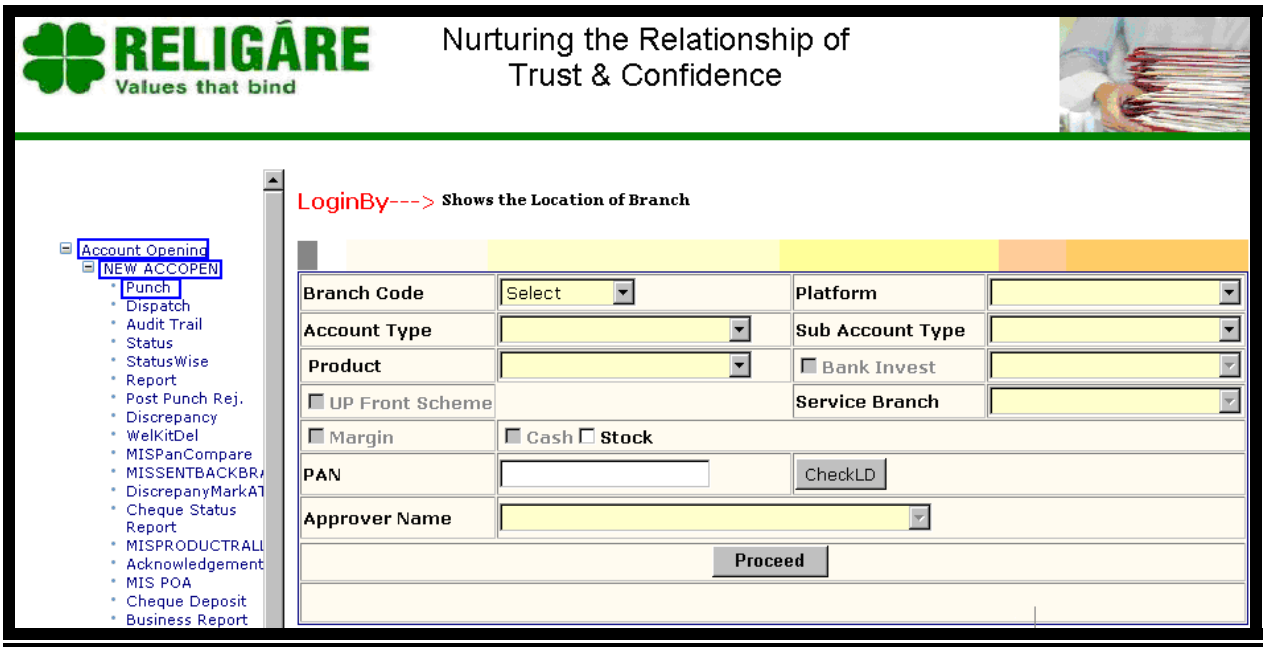
Mr. Ganesh Sharma; Contact No. 8447737844
Mr. Yogesh Duggal; Contact No. 8447737846
Thanks & Regards
Account Opening Team

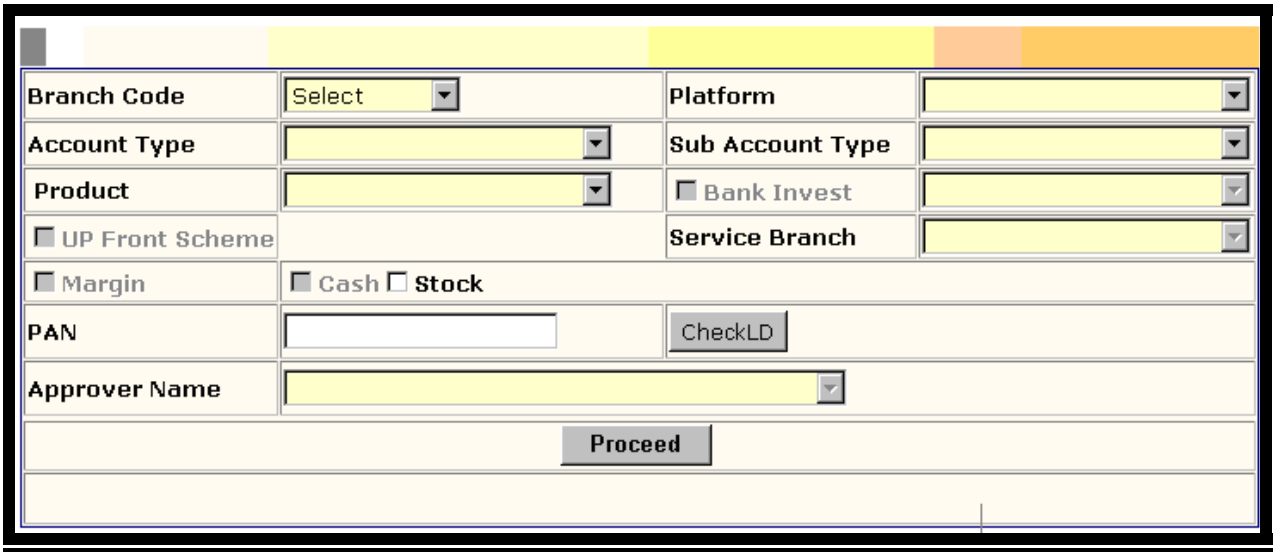
We can Close this window and proceed further for reaching the Punching Module

Click – Account Opening > New AccOpen > Punch

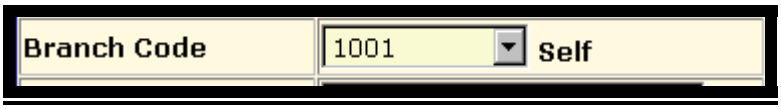
We reach the following window for Punching the AOF.



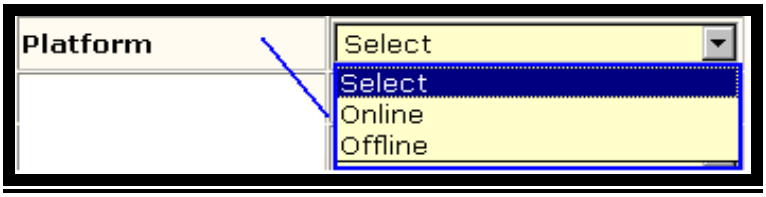
We reach the following Window Consisting details towards Branch Code, Platform, Account Type, Sub Account Type, Product etc.



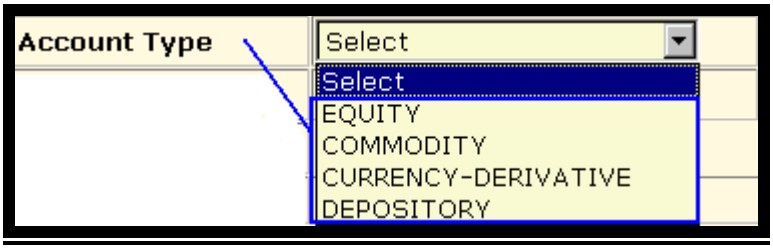
The branch code needs to be selected from the Drop Down List Box.



Select the Platform as Desired by the Client i.e. Online/Offline from the Drop Down list box.
Online client : Not mapped to branch trading terminal they can trade through internet (browser base/Application base software) for any trading related issue they can call “CALL N TRADE” Desk

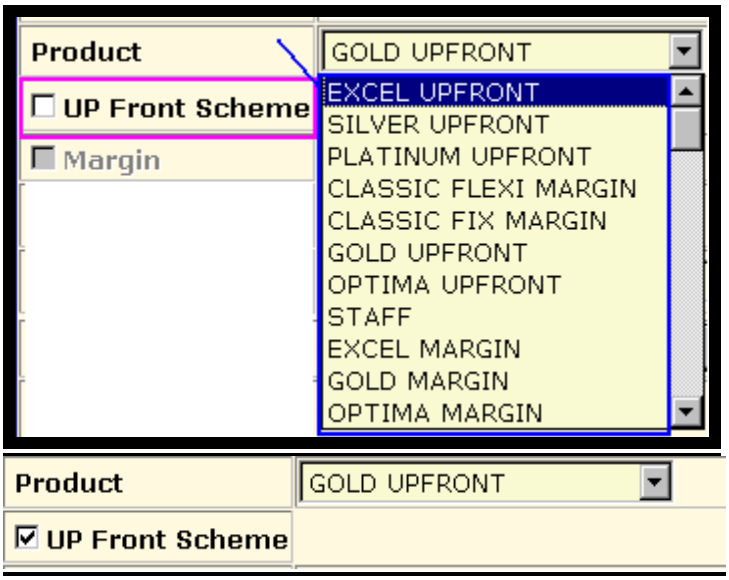


Select the Account type i.e. “Equity”, “Commodity”, “Currency Derivative”, “Depository” as desired by the Client.



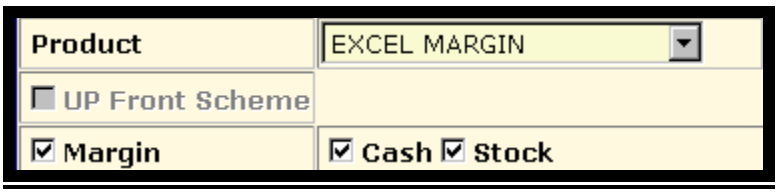
Select the “SUB ACCOUNT TYPE” “Trading Only”

Select the Product as per the Addendum provided i.e. “Upfront” or “Margin” also,
Need to Tick Upfront Scheme Button if Upfront Plan is desired by the Client likewise, Margin Scheme Button needs to be Ticked for Margin Plan.



In case, the client has Opted for Margin with Sub Types – Cash and Stock (as applicable) needs to ticked.

Stock N/a for Classic Flexi & Fix margin, minimum cash margin Rs.5000/- is required in all margin plans.



Enter the PAN No to the Field and Click Cheque LD

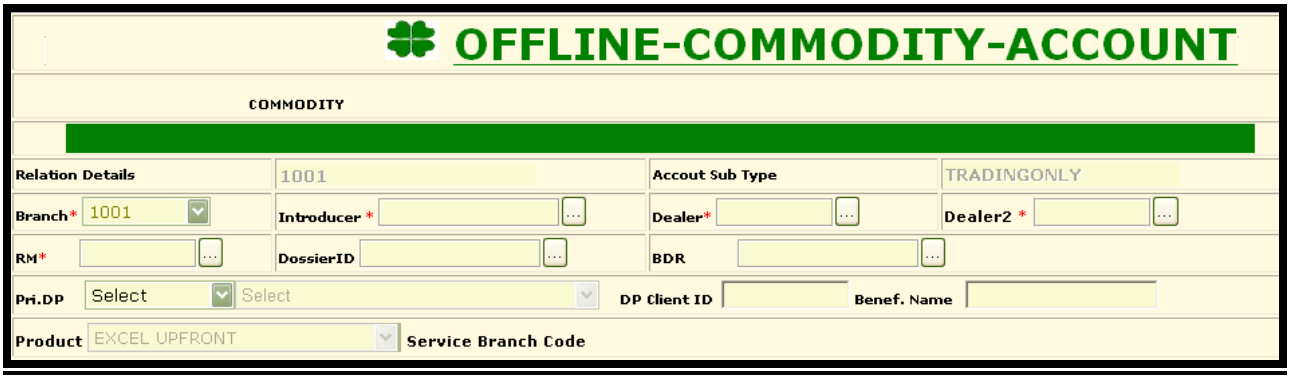
We reach the following Window Post we Click – "**Check LD"**

System will Display the Company Pan No, Client Name, Branch Code, Address & Status Active/In-Active if client Exist in System.

APPROVER NAME – Is required In-case AOF is to be Punched under NORMAL Scheme for which we require APPROVAL.

Click Proceed to Process Further

Main punching page appears once clicked on “Proceed”



Points to be remembered while Feeding Client details in Main form:-

- Don’t use special character while entering Data like @,”- etc.
- You can use / (slash) in address field and – @. in email address.
- Email id is mandatory for all online a/c’s. For offline accounts selected as Lite or Pro. And for Currency clients

Fields with asterisk sign (*) are mandatory

Proceed punching with initial details related to client introducer, dealer, dealer 2, RM, BDR are very important for revenue sharing.

Fill Introducer code, Dealer Code, RM code as per KYC. In RM code field we need to fill the employee code of **RCL/RMSPL**.

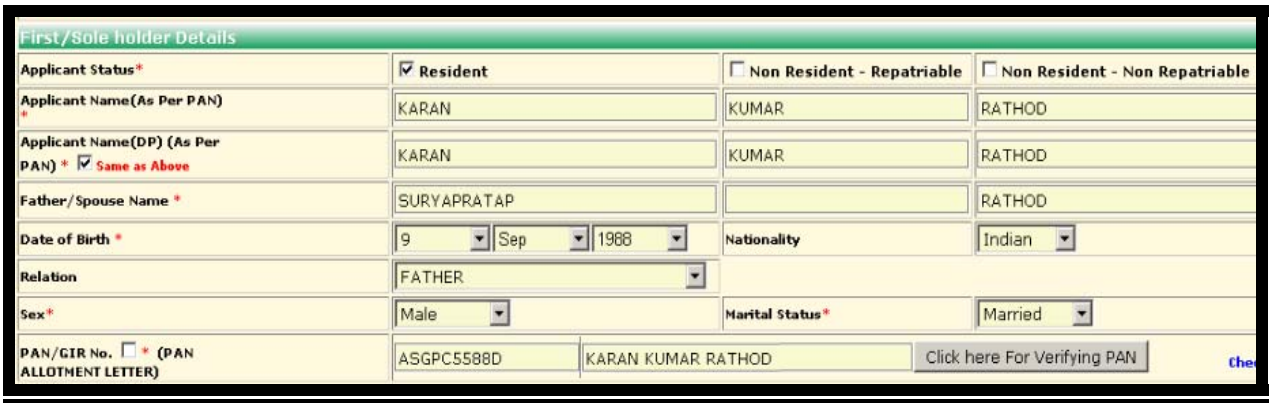
- In case Introducer code filled pertains to RIBL, then BDR code **7207B00007** will appear automatically.
- In case RM code filled pertains to Religare Wealth, then BDR code **9002B00001** will appear automatically.

- In case of Bank tie up case RM code of RSL employee need to be punched manually.
- In case of form procured with Indusind Bank tie up, then Bank RM code and Bank RM name is mandatory to punch.
- In normal case either RM or BDR code is required and is mandatory.

First / Sole Holder Details

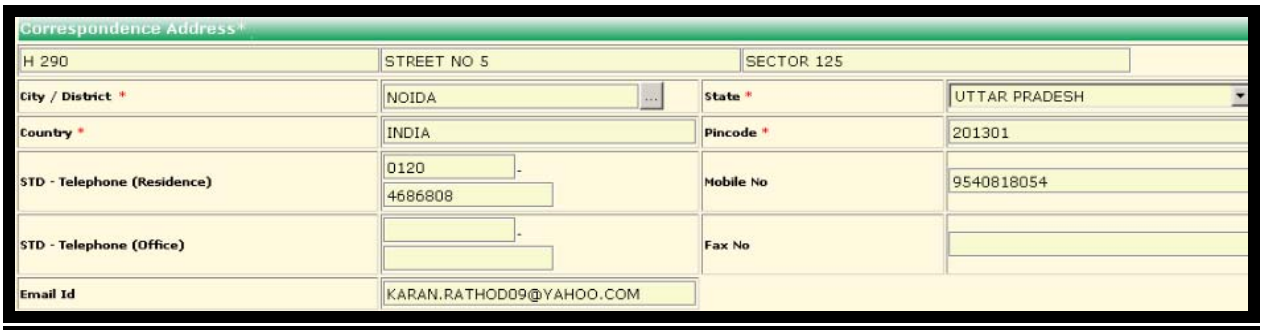
Applicant name in Trading and Demat need to be strictly filled as per name appears at PAN SITE/PAN CARD, (In Name field, don't fill name as appearing in bank details), Fill other relevant details as given in KYC like Father/Husband name, DOB, Educational Qualification, Gender, Marital status etc.

Fill first name, middle name and last name in specified boxes.



Address details

Punch Address as per the format assigned below;
First column Address Field should consist Building No/Name of the applicant,
Second column of the Address Field Street/Path incase, **there is not any street or path** in the applicant address **& Third Column consists Location** of the applicant address.
City / District followed by **State, Country and Pin Code** needs to be Updated.

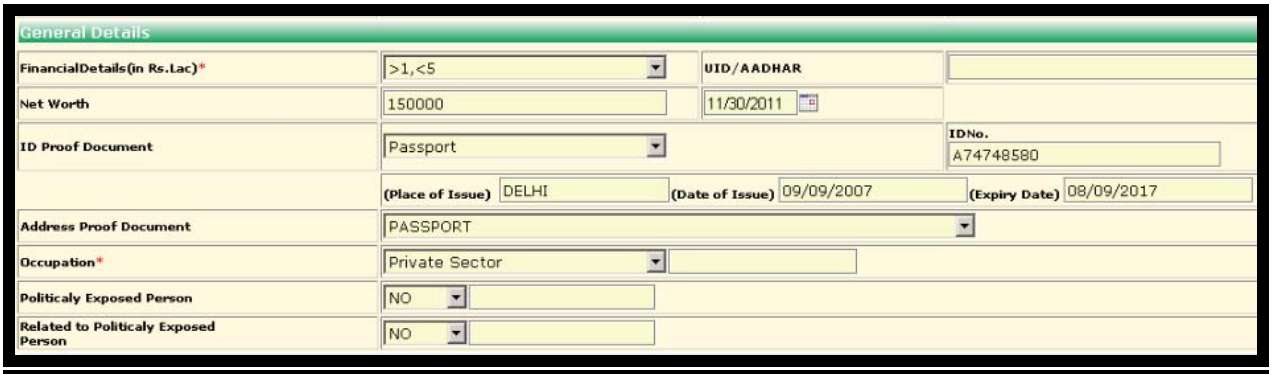


The **Telephone number, Mobile number, Fax number and Email-ID** of the applicant needs to be updated as per the KYC.

Note : Please note that employees/BP's are not allowed to punch their own contact details, personal details of employee/BP/BDR can only be filled in case they are opening their own account

GENERAL DETAILS

The Details as shown below pertains to Financial Details Supporting Enclosed via. Client viz. Net Worth,
UID/AADHAR ID, ID NO, DATE PROOF DOCUMENT, Address Proof Document, Occupation etc.



NETWORTH – The Net worth Amount and the Date as on Net Worth needs to Updated within the Specified Column as shared by the Client within KYC.

POLITICALLY EXPOSED PERSON – Default "No" however, if the Client has shared the Details need to Select "Yes" along with the Designation viz. MLA, MP etc.

RELATED TO POLITICALLY EXPOSED PERSON - Default "No" however, if the Client has shared the Details need to Select "Yes" along with the Details as per KYC.

If Permanent address given by client, in Demat KYC is same as correspondence address then we need to TICK on **Same as Corr. Add**, details will appear automatically. Refer the Screen Shot below;

Punch the bank details in field '**BANK DETAIL1'**
Here, we have an option to select client name as appears on his bank proof Name, punch the name as per bank in Cheque print name.

Enter the **IFSC CODE (IN case the details of IFSC code is not available in bank master uploaded from NSDL, details will not appear)** followed by name of the Bank and Bank address. Bank Address needs to be entered in order Viz. **First column Address-Building** of the bank **in Second column street/path** if **there is No street or path** in the bank address, then leave the column "Blank" after that in third column punch **Location** of the bank Viz. Near/Place where it is situated then **city in city column** then bank account number, account type, MICR number and pin code.

Address of bank where street is mentioned:-

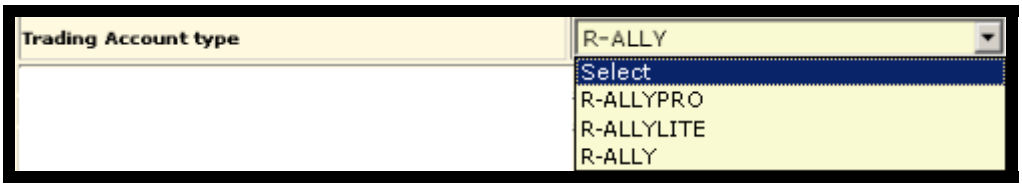
Exceptional Handling for Bank Address

In-case the Bank Address is found to be Brief viz. "HDFC RAMPUR UP, then need to Fill the Bank Name again in Address Building column where street is not mentioned (here we'll leave the street column blank) and Area location blank, if address is complete then need to punch completely.

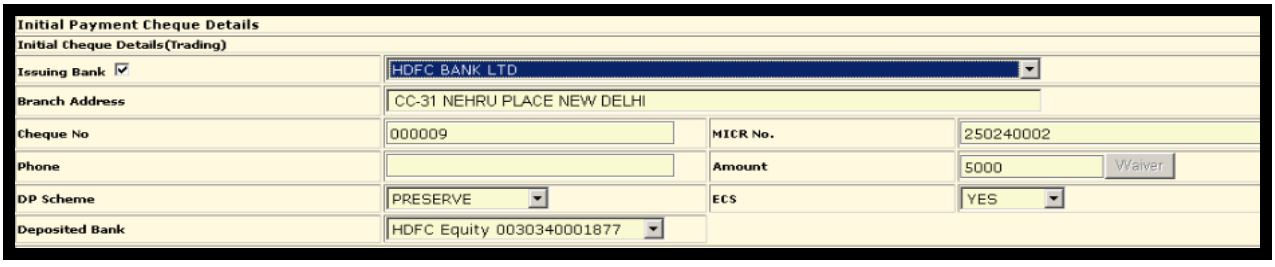
After that enter the initial cheque detail given by client with account opening form towards account opening charges/ margin cheque/ or towards subscription amount for upfront product: Ensure that you have collected the cheque for **amount** required as per product plan opted by client i.e. upfront subscription, platform charges, if selected margin option then margin amount (minimum of Rs.5000/-), account opening charges and platform charges.

System will give you an alert on insufficient amount.

Select between Trading Platform options – Offline > RALLY, LITE & PRO and ONLINE > RACE LITE, PRO.

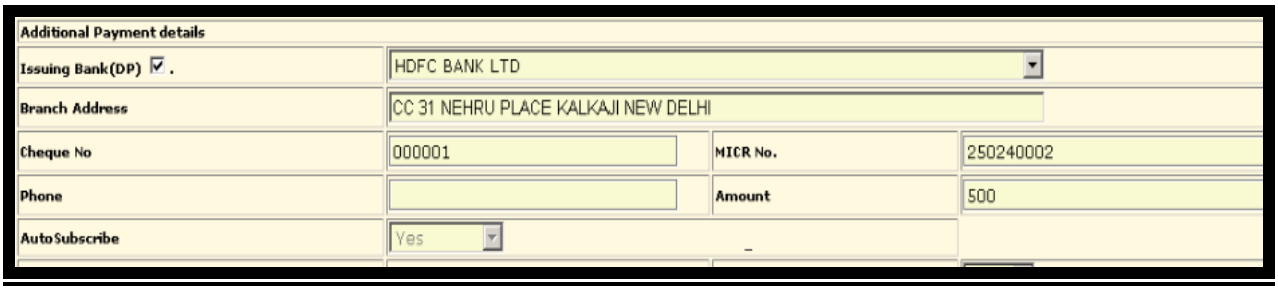


Option available, for selecting the bank where initial cheque needs to be deposited. Please do check for the credit in client ledger once code get generated and punch in axis accordingly.



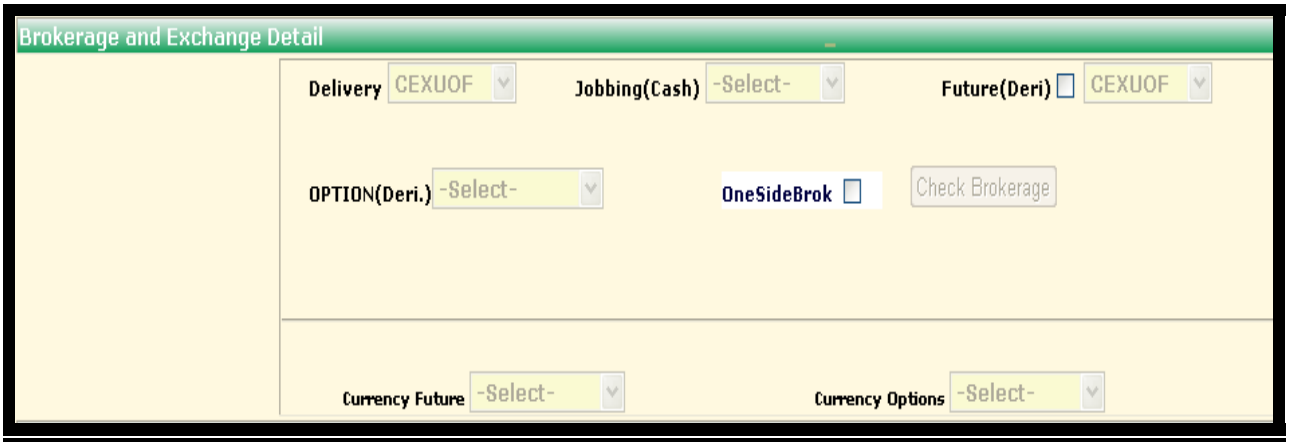
Deposited bank (relates to Religare Bank account where initial cheque is to be deposited) field is must for all product plan and also in case of normal where account opening charges collected from client.

ADDITIONAL PAYMENT DETAILS – Incase, the Client has provided 2 Cheque along with the KYC the Second Cheque Details needs to be filled accordingly.



BROKERAGE DETAILS

Need to refer the scheme opted by client.



After completing the details in first page click on **SAVE** below POP UP will appear, **Then hold for some time till system generates the form number of the application,**

Note : DO NOT click **SAVE** button more than 1'ce otherwise 2 or more form numbers are likely to get generated.
After clicking on **SAVE** button below screen will appear. System generates the Form No. (Unique No)

Click on (**Skip and Go Nominee Details otherwise close the Form button)** if client has not provided the EXTRA DP / BANK DETAILS

We need to fill Client "**Extra DP details**" viz. DP ID, DP Client ID, Beneficiary Name given along with proof which he wants to map with his trading account **(IF Any)**

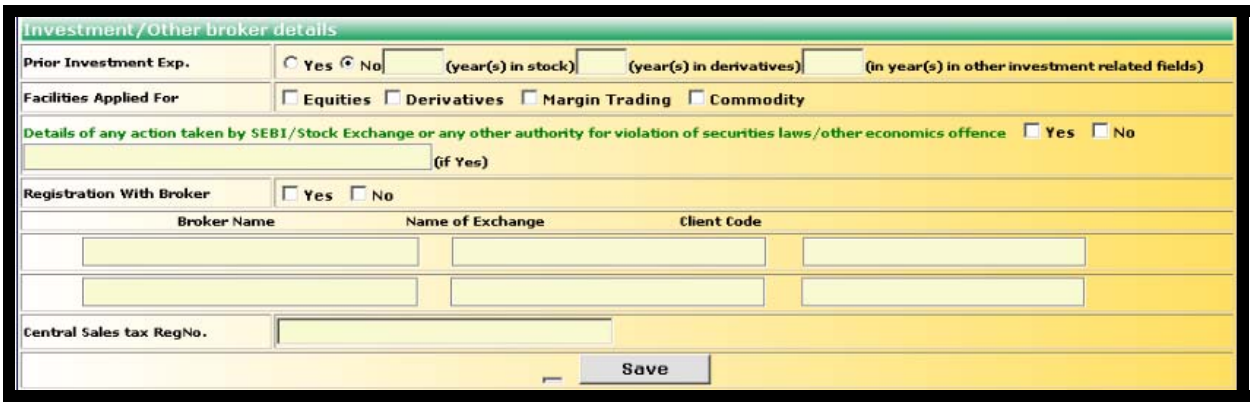
Second bank details need to fill as per the details mentioned within KYC.

Employer details viz. Name, complete address with PIN CODE, Telephone & Fax no of employer along with the designation and **Employed / Established since** needs to filled. **If shared by client within KYC.**

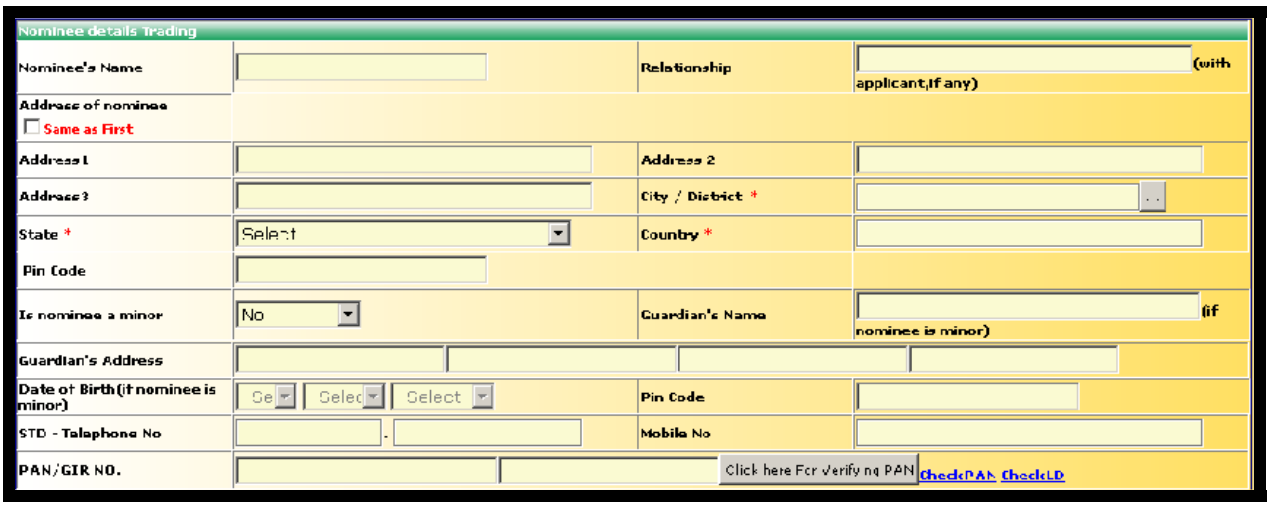
Establishment /Employer Details			
Name			
Address			
City / District		PinCode	
STD - Telephone No	-	FaxNo	
Designation		Employed/Established Since	

Spouse Details needs to be filled. Applicable for commodity

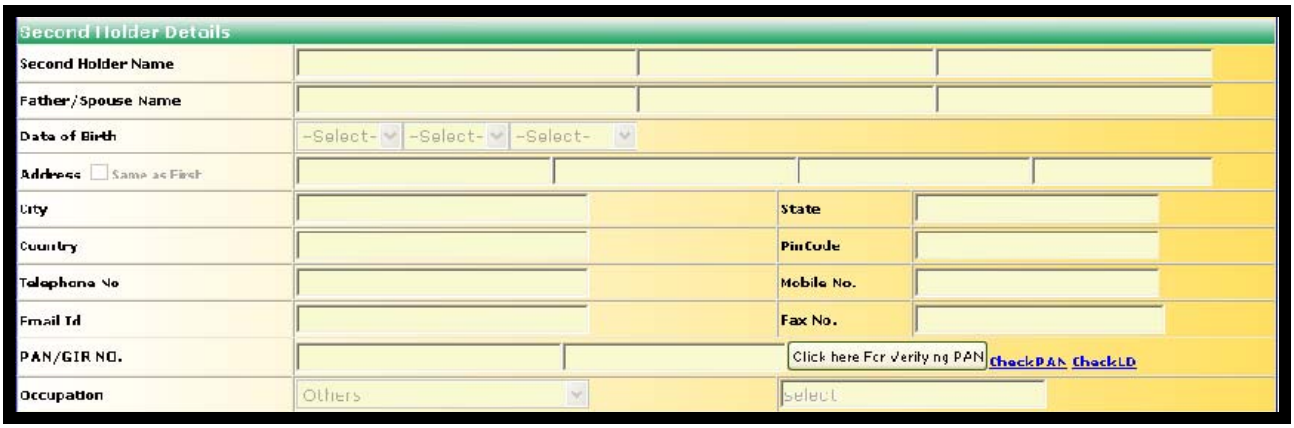
Investment / Other broker details needs to filled **(If shared by the client)**

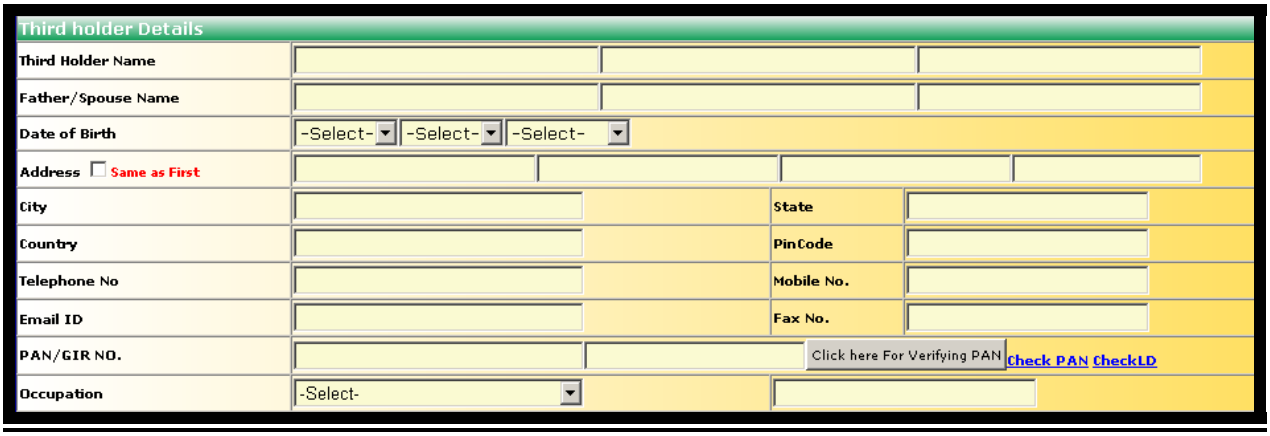


Click on **SAVE** button after filling the complete details to process further.

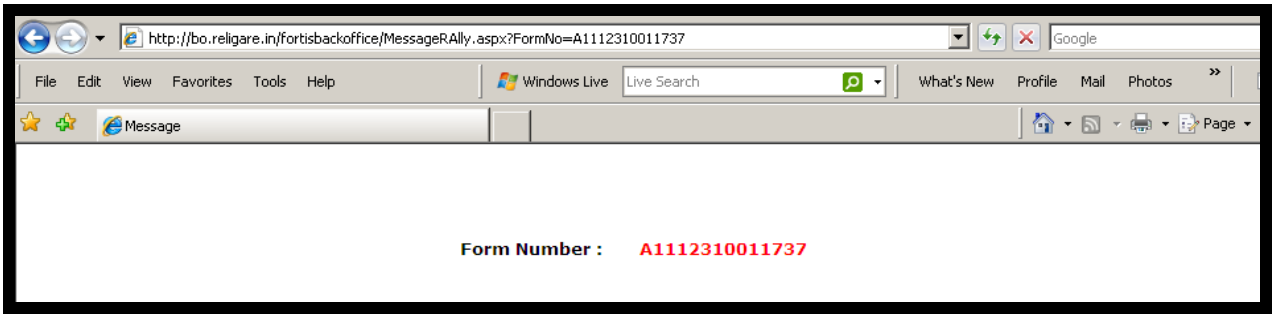


Nominee and 2nd , 3rd holder facility is not available in Commodity account leaves the column blank.



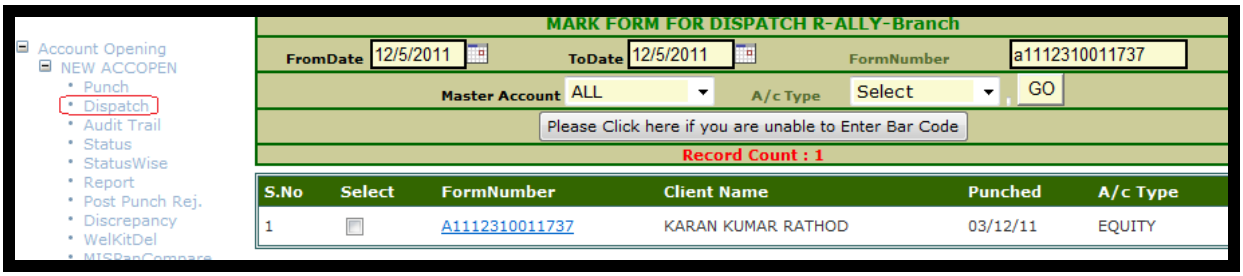


Click on **SAVE** button to process further. We will get the following screen.

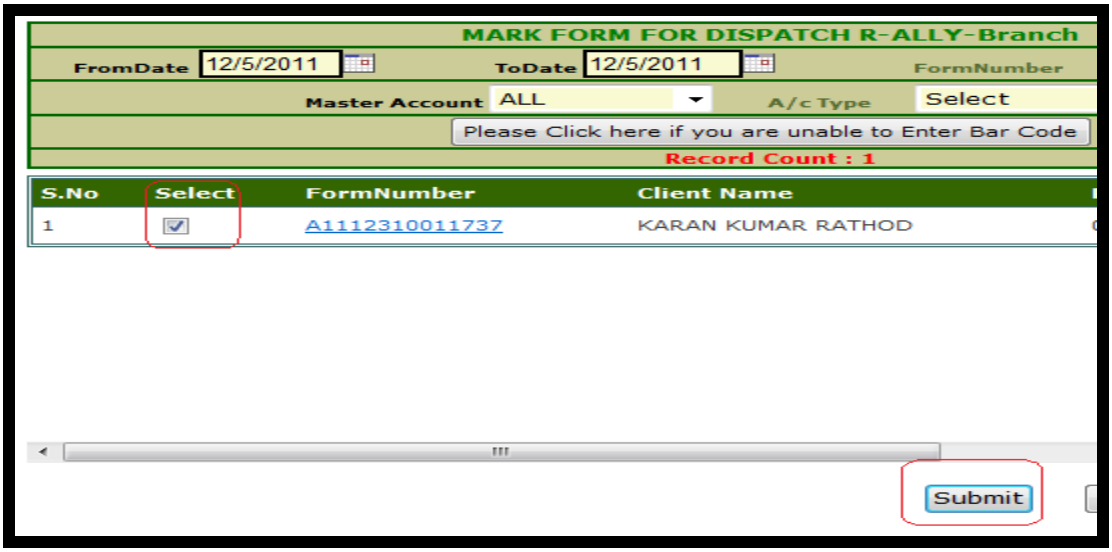


After PUNCHING the form is available on **DISPATCH** option, branch need to mark dispatch on web module before sending physical form to R.O. for next level processing.

Click on Dispatch option below window will appear than enter the form number and click on GO



After appearing above window need to select tick and then **SUBMIT**



RELIGARE
Values that bind

CHECK LIST COMMODITIES ACCOUNT OPENING – INDIVIDUAL

FOR INDIVIDUALCLIENTS:

1. Photograph of account holder (s).
2. PAN Proof
3. Address Proof
4. Bank Proof containing name of the constituent
5. Signature (s)/Witness on account opening form
6. Introducer & Interviewer's details
7. All supporting documents should be original self – attested.
8. All supporting documents should be stamped /verified as per format (IN PERSON).
9. Payment Proof to towards account opening charges, platform charges, subscription amount & margins amount whichever applicable.

In case the client wants to open Commodities depository account

10. Depository Payment proof Rs.1000/- in favour of Religare Securities Ltd

Guidelines for Filling Account Opening Form

Need to fill complete information with single color pen, any overwriting in form need sign of client.

- ✓ Passport size Photograph of each account holder(s) should be affixed as per below details along with cross signatures of account holder(s)

    a) Common Information sheet
    b) Client registration form for Commodities Broking

    In case the client wants to open depository account, he should open depository account in both NSDL and CDSL simultaneously

    c) Application for Opening Depository Account (NSDL & CDSL)

- ✓ Bank account details

    a) Bank statement/passbook copy or cheque containing name of the constituent.
    b) Copy of Bank Statement/Pass Book (with entries not older than three

Months) for bank and address proof

c) if client want to map bank proof of proprietary firm, then he can map the same in individual account
Subject to submission of following document:

Bank statement/certificate with client name as a proprietor

One Declaration is to be submitted

"I _____ hereby submit that I have forwarded a application for account opening in my Individual name in which I want to map the bank detail of my proprietary firm bank account.
Further I understand that payout will be made in my individual name and not in firm name."

(Signature of client)

d) In few cases bank has allotted new account number against old account, need to write both account number on KYC like old number and new number.

✓ Address

a) Address filled in form must be supported with a valid proof. All details should exactly match with the proof submitted.(**Except landmark like near by, opposite etc)**
b) PIN Code is a mandatory requirement.

✓ PAN Number for all applicant(s) to be filled.

✓ Introduction & Interviewer's signature

a) RM/BDR/BP who introduces the client should write his/her name and sign on KYC part of Commodities broking account opening form.
b) Religare employee/CTCL holder who interviews the client and arrange/attest all documents as certified true copy should sign as Interviewer on KYC part of Commodities broking account opening form.

✓ Witness

a) The person who introduces the client should witness on all agreements enclosed in the AOF.

- ✓ Signature on all places wherever marked in account opening form for each account holder(s).

Description and List of Documents required for Account Opening

- ✓ Address proof

    a) Valid Passport copy, Driving License copy/Ration Card/Voter ID
    b) Electricity bill/Telephone Landline bill should not more than two month old.
    c) Notarized copy of leave and license, agreement to sell/rent Agreement
    d) Bank passbook copy
    e) The bank statement should be of the latest quarter ending with carries logo & name of the bank, displays the name, address and bank transaction/holding of the client for the latest quarter ending.(only original copy)

In case the client wants to open Commodities depository account

f) Bank statement copy acceptable with following conditions:

1. Original cancel cheque required

2. Bank statement should be printed on the stationary of the bank, carries logo & name of the bank, displays the name, address and bank transaction/holding of the client for the latest quarter ending.(only original copy)

3. if bank statement printed not on bank stationary i.e. on plain paper/computer stationary then it should be duly attested (signed and stamped) by the authorised official mentioning the name and designation of authorized official.

4. The bank statement should be of the latest quarter ending.

Note: - following documents are not acceptable as address proof:

1. Cheque requisition slip
2. Welcome letter issued by bank.

- ✓ Copy of PAN Card

    a) Name appearing on PAN Card should exactly match with Applicant's name. In case of any deviation, any other valid identity proof should be submitted with the same name & spelling.

- ✓ Bank Proof

    a) Client should submit a copy bank proof which containing name of the constituent
    b) The bank statement should be of the latest quarter ending with carries logo & name of the bank, displays the name, address and bank Account no

- ✓ Self Attested

    All documents must be self-attested by each & every account holder(s)

RELIGARE
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COMMODITIES CHECK LIST ACCOUNT OPENING – PROPERIETORSHIP FIRM

FOR PROPERIETORSHIP FIRM CLIENTS:

1. Photograph of Proprietor.
2. Pan Card of Proprietor
3. Address proof of Firm
4. Address Proof of Proprietor
5. Bank Proof of Proprietor
6. Bank Proof containing name of the constituent(Firm, with entries not older than three months)
7. Firm stamp required on all signatures of all form.
8. Signature (s)/Witness on account opening form
9. Introducer & Interviewer's details
10. All supporting documents should be self – attested.
11. All supporting documents should be stamped /verified as per format.
12. Letter of proprietorship firm (letterhead) authorize with Exchange on behalf of firm.
13. Payment Proof to towards account opening charges, platform charges, subscription amount & margins amount whichever applicable.

Proof of bank Account

A) Copy of Bank Statement/Pass Book (with entries not older than three Months)

In case the client wants to open Commodities depository account

Bank certification or introduction by existing demat holder is must

14. Depository Payment proof Rs.1000/- in favour of Religare Securities Ltd

Bank certification or introduction by existing demat holder is must

RELIGARE
Values that bind

Guidelines for Filling Account Opening Form

Need to fill complete information with single color pen, any overwriting in form need sign of client.

- ✓ Passport size Photograph of Proprietor should be affixed as per below details along with cross signatures.

    a) Common Information sheet
    b) Client registration form for Commodities Broking

    In case the client wants to open depository account, he should open depository account in both NSDL and CDSL simultaneously

    c) Application for Opening Depository Account

- ✓ Client Name
    a) Trading account should be opened in the name of Firm
    b) Commodities Depository account should be opened in the name of Firm

- ✓ Bank account details

    a) Bank statement/passbook copy or cheque containing name of the constituent.

    b) In few cases bank has allotted new account number against old account, need to write both account number on KYC like old number and new number.

- ✓ Address

a) Address filled in form must be supported with a valid proof. All details should exactly match with the proof submitted.(**Except landmark like near by, opposite etc)**
b) In Trading part address should be filled as per firm proof.
c) In Depository part address should be filled as per firm
d) PIN Code is a mandatory requirement.

✓ PAN Number of Proprietor to be filled in Trading & Depository both.

✓ Introduction & Interviewer's signature

a) RM/BDR/BP who introduces the client should write his/her name and sign on KYC part of Commodities broking account opening form.
b) Religare employee/CTCL holder who interviews the client and arrange/attest all documents as certified true copy should sign as Interviewer on KYC part of Commodities broking account opening form.

✓ Witness

a) The person who introduces the client should witness on all agreements enclosed in the AOF.

✓ Signature & firm stamp required on all places wherever marked in account opening form,

Description and List of Documents required for Account Opening

✓ Address proof

FOR Firm (which is to be filled in trading part)

1) Acknowledgement of Income Tax Return
2) The bank statement should be of the latest quarter ending with carries logo & name of the bank, displays the name, address and bank (Latest copy)

For Proprietor (which is to be filled in Annexure E-1)

a) Valid Passport copy, Driving License copy/Ration Card/Voter ID
b) Electricity bill/Telephone Landline bill should not more than two month old.
c) Notarized copy of leave and license, agreement to sell/rent Agreement
d) Bank passbook copy

In case the client wants to open Commodities depository account

Address proof

a) Original Bank Statement

e) Bank statement copy acceptable with following conditions:

1. Original cancel cheque required

2. Bank statement should be printed on the stationary of the bank, carries logo & name of the bank, displays the name, address and bank transaction/holding of the client for the latest quarter ending.(only original copy)

3. if bank statement printed not on bank stationary i.e. on plain paper/computer stationary then it should be duly attested (signed and stamped) by the authorised official mentioning the name and designation of authorized official.

4. The bank statement should be of the latest quarter ending.

Note: - following documents are not acceptable as address proof:

1. Cheque requisition slip
2. Welcome letter issued by bank.

✓ Bank Proof

a) Client should submit a copy bank proof which containing name of the constituent
b) The bank statement should be of the latest quarter ending with carries logo & name of the bank, displays the name, address and bank Account no

- ✓ Self Attested

  All documents must be self-attested by client

RELIGARE
Values that bind

CHECK LIST COMMODITIES ACCOUNT OPENING – CORPORATE ACCOUNTS

FOR CORPORATE CLIENTS:

1. Photograph dully signed by all the Directors/Authorized Signatories
2. ID/Copy of Pan card /ADDRESS and BANK Proof of all director/ Authorized Signatories with telephone no
3. Annexure E-1 to be fill by all directors(As per list of Director)/ Authorized Signatories(as per Resolution) format of Annexure E(1) already given in form
4. Copy of Pan card of Company
5. Address proof of Company
6. Certified true copy of Memorandum of Association (MOA/AOA)
7. Board Resolution on the company letter head for both trading & depository as per format given in account opening form.
8. Certified true copy of Annual Report last three year
9. List of Directors on the company letter head
10. Bank Proof containing name of the constituent
11. Net worth Certificate by a chartered Account
12. Copy of income tax return last three year
13. Company stamp required on all signatures.
14. Shareholding pattern on company letter head
15. Signature (s)/Witness on account opening form
16. Introducer & Interviewer's details
17. All supporting documents should be self – attested.
18. All supporting documents should be stamped /verified as per format.
19. Payment Proof to towards account opening charges, platform charges, subscription amount & margins amount whichever applicable.

Proof of bank Account

A) Copy of Bank Statement/Pass Book (with entries not older than three Months)

In case the client wants to open Commodities depository account

Bank certification or introduction by existing demat holder is must

20. Depository Payment proof Rs.1000/- in favour of Religare Securities Ltd

RELIGARE
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Guidelines for Filling Account Opening Form

Need to fill complete information with single color pen, any overwriting in form need sign of client.

- ✓ Passport size Photograph of all director/ Authorized Signatories should be affixed as per below details along with cross signatures and company stamp.

    a) Common Information sheet
    b) Client registration form for Commodities Broking

    In case the client wants to open depository account, he should open depository account in both NSDL and CDSL simultaneously

    c) Application for Opening Depository Account (NSDL & CDSL)

- ✓ Client Name
    a) Account should be opened in the name of Company Trading & Depository Both.

- ✓ Bank account details

    a) Bank statement/passbook copy or cheque containing name of the constituent.

    b) In few cases bank has allotted new account number against old account, need to write both account number on KYC like old number and new number with bank stamp.

- ✓ Address

    a) Address filled in form must be supported with a valid proof. All details should exactly match with the proof submitted.(**Except landmark like near by, opposite etc)**

.

b) PIN Code is a mandatory requirement.

- ✓ PAN Number of Company to be filled in Trading & Depository both.

- ✓ Nominee :

  a) Nomination facility not available in Company account

- ✓ Introduction & Interviewer's signature

  a) RM/BDR/BP who introduces the client should write his/her name and sign on KYC part of Commodities broking account opening form.
  b) Religare employee/CTCL holder who interviews the client and arrange/attest all documents as certified true copy should sign as Interviewer on KYC part of Commodities broking account opening form.

- ✓ Witness

  a) The person who introduces the client should witness on all agreements enclosed in the AOF.

- ✓ Signature & Company stamp required on all places wherever marked in account opening form.

Description and List of Documents required for Account Opening

- ✓ Address proof

1) Acknowledgement of latest Income Tax Return
2) Any documents Acknowledged by ROC
3) Leave and License Agreement/Agreement for sale
4) Bank Passbook Copy and Bank statement (with entries not older than three Months)
5) Latest electricity Or telephone Bill (not more than two months old)

- It is hereby clarified that acknowledged copy of Income Tax Return, if filed electronically, will not be accepted as a valid proof of address in case of corporate clients.
- In case of documents filed electronically with ROC, DPs can accept such documents as a valid proof of address provided they ensure the following:

    a. obtains copies of challans of payments made to ROC.

    b. verify the details viz. name of client, company identification number and address on the website of Ministry of Company Affairs viz. http://www.mca.gov.in and keep a copy of screen shot.

In case the client wants to open Commodities depository account

6) Bank Statement copy with following conditions:

1. Original cancel cheque required

2. Bank statement should be printed on the stationary of the bank, carries logo & name of the bank, displays the name, address and bank transaction/holding of the client for the latest quarter ending.(only original copy)

3. if bank statement printed not on bank stationary i.e. on plain paper/computer stationary then it should be duly attested (signed and stamped) by the authorised official mentioning the name and designation of authorized official.

4. The bank statement should be of the latest quarter ending.

Note: - following documents are not acceptable as address proof:

(The client wants to open Commodities trading and depository account)

1. Cheque requisition slip
2. Welcome letter issued by bank.

✓ Bank Proof

a) Client should submit a copy bank proof which containing name of the constituent (Company name)

✓ Self Attested

All documents must be self-attested by client.

- ✓ Board Of Resolution
    a) Board Resolution required on Company letter head for Trading as per format given in account opening form
    b) Board Resolution required on Company letter head for Depository as per format given in account opening form (In case the client wants to open Commodities depository account)
    c) Resolution required as per format given in form.

- ✓ Memorandum of Articles (MOA)

    a) Duly Certified by Company Secretary/Director
    b) Registration Certificate duly stamped/certified by ROC (**Registrar of Companies)**

RELIGARE
Values that bind

COMMODITIES CHECK LIST ACCOUNT OPENING – PARTNERSHIP FIRM

FOR PARTNERSHIP FIRM CLIENTS:

1. Photograph of All Partners
2. ID/ADDRESS Proof of All Partners
3. Copy of Pan of Firm
4. All Partners Pan Card
5. Address proof of Firm
6. Partnership Deed duly notarized by notary public
7. Address Proof of All Partners
8. Bank Proof containing name of the constituent of firm
9. Bank Proof containing name of the constituent of all Partners
10. Annexure E-1 to be fill by all Partners as per format given in form
11. Copy of income tax return last three year
12. Net worth Certificate by a chartered Account
13. Certified true copy of Balance sheet last two year
14. Firm stamp required on all signatures of form.
15. Signature (s)/Witness on account opening form
16. Introducer & Interviewer's details
17. Declaration required on letterhead of firm authorizing partners to execute all the deeds / operations with the Exchange on behalf of firm.
18. All supporting documents should be self – attested.
19. All supporting documents should be stamped /verified as per format.
20. Declaration for using depository account as per format given in form
21. Payment Proof to towards account opening charges, platform charges, subscription amount & margins amount whichever applicable.

Proof of bank Account

A) Copy of Bank Statement/Pass Book (with entries not older than three Months)

In case the client wants to open Commodities depository account

Bank certification or introduction by existing demat holder is must

22. Depository Payment proof Rs.1000/- in favour of Religare Securities Ltd

Guidelines for Filling Account Opening Form

- ✓ Passport size Photograph of All Partners should be affixed as per below details along with cross signatures.

    a) Common Information sheet
    b) Client registration form for Commodities Broking

    In case the client wants to open depository account, he should open depository account in both NSDL and CDSL simultaneously

    c) Application for Opening Depository Account

- ✓ Client Name
    a) Trading account should be opened in the name of Firm
    b) Depository account should be opened in the name of Firm

- ✓ Bank account details

    a) Bank statement/passbook copy or cheque containing name of the constituent.

    b) In few cases bank has allotted new account number against old account, need to write both account number on KYC like old number and new number.

- ✓ Address

    a) Address filled in form must be supported with a valid proof. All details should exactly match with the proof submitted.(**Except landmark like near by, opposite etc)**
    b) In all form part address should be filled as per firm proof.
    c) PIN Code is a mandatory requirement.

- ✓ PAN Number of Firm to be filled in Trading & Depository both.

- ✓ Nominee :

    a) Nomination facility not available in Firm account

RELIGARE
Values that bind

- ✓ Introduction & Interviewer's signature

  a) RM/BDR/BP who introduces the client should write his/her name and sign on KYC part of Commodities broking account opening form.
  b) Religare employee/CTCL holder who interviews the client and arrange/attest all documents as certified true copy should sign as Interviewer on KYC part of Commodities broking account opening form.

- ✓ Witness

  a) The person who introduces the client should witness on all agreements enclosed in the AOF.

- ✓ Signature & firm stamp required on all places wherever marked in account opening form,

Description and List of Documents required for Account Opening

- ✓ Address proof

FOR Firm (which is to be filled in trading and Depository part)

1) Acknowledgement of Income Tax Return
2) Copy of Bank Statement/Pass Book (with entries not older than three months

For Partners (which is to be filled in Annexure E-1)

a) Valid Passport copy, Driving License copy/Ration Card/Voter ID
b) Electricity bill/Telephone Landline bill should not more than two month old.
c) Notarized copy of leave and license, agreement to sell/rent Agreement
d) Bank passbook copy

In case the client wants to open Commodities depository account

e) Bank statement copy acceptable with following conditions:

1. Original cancel cheque required

2. Bank statement should be printed on the stationary of the bank, carries logo & name of the bank, displays the name, address and bank transaction/holding of the client for the latest quarter ending.(only original copy)

3. if bank statement printed not on bank stationary i.e. on plain paper/computer stationary then it should be duly attested (signed and stamped) by the authorised official mentioning the name and designation of authorized official.

4. The bank statement should be of the latest quarter ending.

Note: - following documents are not acceptable as address proof:

1. Cheque requisition slip
2. Welcome letter issued by bank.

✓ Bank Proof

a) Client should submit a copy bank proof which containing name of the constituent (Firm name only)

✓ Self Attested

All documents must be self-attested by client.

✓ Declaration required on letterhead of firm authorizing partners to execute all the deeds / operations with the Exchange on behalf of firm.

(In case the client wants to open Commodities depository account)

a) Declaration required on letterhead of firm for using Depository account as below mention format

Religare Securities Ltd
D-3, P3B, District Center, Saket
New Delhi 110017

Resolved that a corporate Beneficiary/Clearing member /partnership firm Account be opened for depository purposes with Religare Securities Ltd.Regd Office D-3, P3B, District Center, Saket New Delhi-1100017.

1. Further Resolved that Mr , Mr and/or Mr.
   Partner of the firm whose specimen signatures are attested below be jointly/severally authorized to sign on behalf of the Firm, all documents and forms relating to such account (in relation to debit or credit or otherwise) n such forms as many be required by Religare Securities Ltd and further any instructions, indemnities and counter indemnities which may be required by Religare Securities Ltd from the company in connection with the above mentioned account.

2. That this resolution be communicated to the Religare Securities Ltd and remain in force until notice in writing be given to the Religare Securities Limited.

For

Signature & Name of the all Partner:

1.
2.
3.
4.

Specimen Signature of authorized Partner

Mr.

Mr.

Attested by all Partner

DECLARATION TO BE GIVEN BY PARTNERSHIP ON LETTER HEAD OF THE FIRM

Religare Commodities Limited
D-3, P3B, District Center, Saket
New Delhi 110017

We hereby certify that the following Resolved of the partnership firm Account be opened for Trading purpose with Religare Commodities Limited D-3,P3B,District Center,Saket New Delhi 110017

1) The Partnership Firm is empowered to deal in commodity derivatives and agrees to the terms of the Religare Commodities Limited Member-client agreement dated

2) Religare Commodities Limited is hereby authorized to act on the oral or written instructions of any one or more of the following persons:

For Specimen Signature of authorized Partner with Name

Mr.
Mr.

Signature & Name of the all Partner:

1.
2.
3.
4.

RELIGARE
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CHECK LIST COMMODITIES ACCOUNT OPENING – HUF

FOR HUF CLIENTS:

1. Pan card of HUF
2. Address Proof of HUF
3. Bank Proof containing name of the constituent (HUF only)
4. Photograph of KARTA.
5. Pan card of Karta
6. Address Proof of KARTA
7. Bank Proof of KARTA
8. Identity Proof of coparcener (Pan Card Copy)
9. Address proof of coparcener
10. Annexure E-1 to be fill by KARTA as per format given in form
11. HUF stamp required on all signatures
12. HUF Declaration required on HUF Letter head with mention the coparceners detail
13. Signature (s)/Witness on account opening form
14. Introducer & Interviewer's details
15. All supporting documents should be self – attested.
16. All supporting documents should be stamped /verified as per format.
17. Payment Proof to towards account opening charges, platform charges, subscription amount & margins amount whichever applicable.

Note:-

- ⇒ **The identity proof is compulsory if coparcener is major i.e. above 18 years.**
- ⇒ **The identity proof is not compulsory if coparcener is minor i.e. below 18 years. But birth certificate of the coparcener is to be taken. If the coparcener who is minor is having the details of identity proof and address proof then same needs to be taken.**
- ⇒ **The address proof is compulsory for both minor and major (at least one: Ration Card, Bank statement not more than three month old, Telephone Bill details& Electricity Bill details not more than two month old)**

RELIGARE
Values that bind

Guidelines for Filling Account Opening Form

Need to fill complete information with single color pen, any overwriting in form need sign of client.

- ✓ Passport size Photograph of karta should be affixed as per below details along with cross signatures of karta with HUF stamp.

    a) Common Information sheet
    b) Client registration form for Commodities Broking

    In case the client wants to open depository account, he should open depository account in both NSDL and CDSL simultaneously

    c) Application for Opening Depository Account

- ✓ Client Name
    a) Trading account should be opened in the name of HUF
    b) Depository account should be opened in the name of Karta with category of HUF

- ✓ Bank account details

    a) Bank statement/passbook copy or cheque containing name of the constituent. (Only in the name of HUF) and in both trading and demat form same bank details (HUF) need to fill.

    b) In few cases bank has allotted new account number against old account, need to write both account number on KYC like old number and new number.

- ✓ Address

    a) Address filled in form must be supported with a valid proof. All details should exactly match with the proof submitted.(**Except landmark like near by, opposite etc)**
    b) In Trading part address should be filled as per HUF proof.
    c) In Depository part address should be filled as per (Karta) individual proof.

d) PIN Code is a mandatory requirement.

- ✓ PAN Number of HUF is to be filled in Trading & Depository both.

- ✓ Nominee :

a) Nomination facility not available in HUF account.

- ✓ Introduction & Interviewer's signature

a) RM/BDR/BP who introduces the client should write his/her name and sign on KYC part of Commodities broking account opening form.
b) Religare employee/CTCL holder who interviews the client and arrange/attest all documents as certified true copy should sign as Interviewer on KYC part of Commodities broking account opening form.

- ✓ Witness

a) The person who introduces the client should witness on all agreements enclosed in the AOF.

- ✓ Signature & HUF stamp required on all places wherever marked in account opening form.

Description and List of Documents required for Account Opening

- ✓ Address proof

FOR HUF (which is to be filled in trading part)

1) Acknowledgement of Income Tax Return

2) The bank statement should be of the latest quarter ending with carries logo & name of the bank, displays the name, address and bank Account no(Latest copy)

- ✓ Address proof

For Karta (which is to be filled in Depository Part)

a) Valid Passport copy, Driving License copy/Ration Card/Voter ID
b) Electricity bill/Telephone Landline bill should not more than two month old.
c) Notarized copy of leave and license, agreement to sell/rent Agreement
d) Bank passbook copy
e) Bank statement copy acceptable with following conditions:

- ✓ Original cancel cheque required
- ✓ Bank statement should be printed on the stationary of the bank, carries logo & name of the bank, displays the name, address and bank transaction/holding of the client for the latest quarter ending.(only original copy)
- ✓ if bank statement printed not on bank stationary i.e. on plain paper/computer stationary then it should be duly attested (signed and stamped) by the authorised official mentioning the name and designation of authorized official.
- ✓ The bank statement should be of the latest quarter ending.
- ✓ Address proof

For Coparceners

a) Valid Passport copy, Driving License copy/Ration Card/Voter ID
b) Electricity bill/Telephone Landline bill should not more than two month old.
c) Bank passbook copy and bank statement not more than three month old.

Note: - following documents are not acceptable as address proof:

- ✓ Cheque requisition slip
- ✓ Welcome letter issued by bank.

- ✓ Bank Proof

    a) Client should submit a copy bank proof which containing name of the constituent (HUF only)
    b) The bank statement should be of the latest quarter ending with carries logo & name of the bank, displays the name, address and bank Account no

Identity Proof of Coparceners

- ⇒ PAN Card
- ⇒ Voter Id
- ⇒ Driving License
- ⇒ Passport copy

- ✓ Self Attested

    All documents must be self-attested by karta with stamp of HUF

- ✓ Declaration required on letterhead of (HUF) firm format given in form.

    a) Co-partners details like name, address, pan no, date of birth, Relationship with the karta and signature is must in declaration copy.